

## School Medication Procedures Bulletin

Dear Parents and Guardians:

It is **vital** that you read the following procedures for the administration of **any type** of medication to be used by or administered to your student in school. This includes prescription drugs, inhalers as well as over-the-counter (OTC) medications of **any type**. Please read carefully as some circumstances require two or more forms.

**IMPORTANT: if we do not have the proper forms we cannot administer or allow the student to self-administer any medication, either prescription or over the counter (OTC). We must have the forms in the school office, until that time no medications are allowed.**

**ALL students must**, by the end of the first week of school, return the forms:

**Acknowledgement of Medication Information Form (form #07-M111)**

**Parent or Guardian Permission and Authorization Form (form #07-M113)**

**If** your student is currently on **any type** of prescription drugs that they take on a daily basis you must also return to the school office by the end of the first week of school the form: **Medication Authorization Form (form #07-M109)**, which is to be filled out by the student's physician. *If we do not have the proper forms we cannot administer any medication.*

**If** your student is currently on **any type** of prescription drugs that they take on a daily basis and **if the student can self-medicate**, you must return to the school office before the end of the first week of school the form: **Physician Request for Self-Administration of Medication (form #07-M112)**, which is to be filled out by the student's physician. *If we do not have the proper forms we cannot allow the student to self-administer any medication.*

**If** you wish for us to administer, or the student to self-administer **any** over-the-counter (OTC) non-prescription medications of **any type**, you must return to the school office: **Medication Authorization Form (form #07-M109)**, which is filled out by the student's physician. *If we do not have the proper forms we cannot administer or allow the student to self-administer any medication, not even something as simple as children's aspirin.*

Be sure that all medication is in its properly labeled container as outlined in the document: **School Medication Procedure Document (form #07-M110)**, *if it is not, we cannot administer or allow the student to self-administer any medication.*

*If we do not have the proper forms we cannot administer or allow the student to self-administer any medication.*

All of these forms are available at our website: <http://christoursaviorcatholicschool.org>

If you do not have internet access available please obtain copies from the office and store in a safe place at home, to be used as needed.

Thank You,  
Ms. Rogers, Campus Principal